

## Department of Consumer and Regulatory Affairs (DCRA)

# VACANCY HOT LIST

	Position	Brief Description	Close Date
1.	Consumer Protection Investigators	Investigate unusual incidents, allegations of unfair business practices and the inappropriate conduct of businesses located in the District.	Open Until Filled
2.	Consumer Protection Program Support Specialist	Provides program and administrative support for the Office of Consumer Protection. Performs special projects and prepares comprehensive reports on studies and other special assignments. Identifies the need for—and participates in—the planning, organizing, and conducting of analytical studies based on examination of management needs.	Open Until Filled
3.	Plans Review Coordinator	Reviews plans for all food establishments that are to be constructed or remodeled, including restaurants, carry-outs, delicatessens, grocery stores, catering services and food product facilities. Applies the General Food Regulations, National Sanitation Foundation standard and BOCA codes to assure compliance in all areas.	Open Until Filled
4.	Housing Regulation Officer	Provides leadership and direction, and serves as a recognized technical authority in property management, the interpretation of associated policies and legislation, and in the development and coordination of special projects and programs designed to monitor, assess and/or improve the condominium and cooperative conversion processes in the District of Columbia.	Open Until Filled
5.	Development Ambassador Program (DAP) Program Specialist	Calls upon appropriate department officials and other government and private agencies for specialized information needed for project completion. Conducts research and fact-finding investigations. Prepares comprehensive reports on studies and other special assignments.	Open Until Filled
6.	Elevator Inspector	Performs inspections, prepares reports and tests deficiency reports for a variety of high, moderate, and low speed elevator systems, dumb waiters and escalators to determine that the physical and operating characteristics are within acceptable standards, specification, contractual requirements, and regulatory codes.	Open Until Filled
7.	Business License Manager	Manages the Business and Professional Licensing Administration (BPLA), which is responsible for registering and reviewing the annual and bi-annual reports of 40,000 corporations, partnerships, and limited liability companies as well as the registering all trade names in the District. BPLA also acts as the State Agency for Disability Affairs.	Open Until Filled
8.	Mechanical Engineer	Performs a wide variety of mechanical engineering duties associated with the code compliance review of mechanical systems plans in routine to complex building projects. Mechanical engineering duties include mechanical systems such as plumbing, space heating, cooling, ductwork; smoke control systems; chimneys, vents and combustion air provisions; hydraulic and gas piping systems; storm and sanitary drainage systems; and water supply piping. Interested candidates must have a Professional Engineer License.	Open Until Filled
9.	Engineering Technician	Performs non-professional technical work that is regularly of broad scope and complexity, involving technical review of architectural plans for construction, reconstruction, extension, movement, alteration or enlargement of residential, commercial, industrial and special purpose buildings located in the District of Columbia.	Open Until Filled
10.	Supervisory IT Specialist	Acts as the Office of Information Systems (OIS) authority on all matters relating to infrastructure, implementation and support, and is responsible for independently planning, designing and carrying out work assignments. Utilizes expert judgment in interpreting the intent of new and existing guidelines and ingenuity in adapting specific assignments to guidelines.	Open Until Filled
11.	Customer Service Program Support Specialist	Responsible for providing program and administrative support to the Office of Communication and Customer Service. The Program Support Specialist performs special projects and prepares comprehensive reports on studies and other special assignments.	
12.	Homeowners Center Manager*	Responsible for the prompt, courteous delivery of customer service to homeowners and for all day-to-day operations of the Homeowners Center.	Open Until Filled
13.	Condo Conversion Specialist*	Facilitates and monitors the condo conversion process, which involves converting multi-unit rental properties (apartments, townhouses, or offices) into condominiums, which are then sold individually.	Open Until Filled
14.	Third Party Coordinator*	Determines whether construction projects comply with applicable provisions of the District of Columbia Official Code and Municipal Regulations, in particular the Building Code. Additionally, this position coordinates third party inspections and plan reviews.	Open Until Filled

Please share this information with high-quality individuals who may be interested in joining in the DCRA team.

For more information or to apply for these opportunities, please visit the DC Office of Personnel (DCOP) web site at [www.dcop.dc.gov](http://www.dcop.dc.gov).

Click on Employment Opportunities. You may also call DCRA at 202-442-8947 and ask for the Human Resources office.

\* We are actively accepting resumes for this position at [dcrahr@dc.gov](mailto:dcrahr@dc.gov). Interested candidates will be able to apply online shortly.